



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

**Financial & Program Advisor, GS-301-14**

**This vacancy announcement is a solicitation from status candidates only.  
Career Position**

**VACANCY ANNOUNCEMENT NUMBER  
2003-146VCJ**

**The Office of Personnel Resources will be accepting applications for the position identified above from September 16, 2003, through October 6, 2003. All applications must be received by October 6, 2003.**

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**A full time (40 hours per week) position is available for a Financial & Program Advisor in the Grants Management and Compliance Unit of the Community Development Financial Institutions (CDFI) Fund. The CDFI Fund is charged with promoting economic revitalization and community development through investment in and assistance to community development financial institutions; through encouraging insured depository institutions to increase lending, financial services and technical assistance within distressed communities and to CDFIs; and through allocation of tax credits for community development through the New Markets Tax Credit (NMTC) Program.**

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**Through the CDFI Program, the Fund provides grants, loans and technical assistance to new and existing community development financial institutions (CDFIs) such as community development banks, community development credit unions, revolving loan funds, and micro-loan funds. A Financial & Program Advisor is responsible for assisting in the implementation of the Fund's programs. Specific duties include: 1) Develop, implement and evaluate guidelines, procedures, and regulations; 2) Perform performance monitoring and evaluation to ensure program effectiveness; 3) Conduct site visits and training on programs of the CDFI Fund; 4) Be an accountable official for maintaining management controls and adherence to the Fund's strategic direction; and (5) Other tasks related to the compliance and monitoring of the CDFI, NMTC and Bank Enterprise Award Programs, and other programs of the CDFI Fund.**

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**The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.**

**Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.**

**You may email your application to [vera.jones@do.treas.gov](mailto:vera.jones@do.treas.gov) or fax your application to (202) 622-0161.**

**A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or Treasury's web site at <http://intranet.treas.gov/sites/tvas>.**

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**BENEFITS:** ~ Salary \$81,602 –\$106,086 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~  
~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~  
~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans)

**APPLICATION** ~ To assist you in preparing your application package, instructions, procedures and a checklist are included with this announcement.

**QUALIFICATION** ~In accordance with the Office of Personnel Management's qualification Requirements standard for Administrative and Management Positions, all candidates must possess one year of specialized experience equivalent to at least the next lower grade level. Specific information defining experience creditable as "specialized" is included on this page.

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Additional information is provided below on Veterans, Status Candidates and Persons eligible Under Special Appointing Authorities.

Status candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one application is received, it will be considered under merit promotion procedures only.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

**Specialized Experience:** Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities (KSA’s) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes experience which is directly related to the position to be filled.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. Ability to analyze and develop recommendations for improvement in the CDFI and NMTC Fund programs administration, operation and objectives which includes the ability to perform program analysis for developing and evaluating the effectiveness of new or modified program objectives and operations of the Fund.
2. Ability to analyze and evaluate historical financial statements, financial projections, governance structures, products and services, target markets and other factors used in determining eligibility for CDFI and NMTC Fund Programs.
3. Knowledge of CDFI and NMTC Fund programs to perform compliance monitoring processes and procedures which include reviewing, analyzing and evaluating awards and surveys of award and allocation programs and have the ability to prepare substantive briefings and communications material on the programs.
4. Written and verbal communication skills, demonstrated ability to effectively communicate technical issues, and recommendations to internal and external audiences. Experience in public speaking and preparation of technical documents should be demonstrated.
5. Skill in implementing processes and meeting project milestones, including coordinating staff assignments, organizing teams, and developing individual and team work plans. Experience in developing and implementing group work plans.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package.

Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, D.C., 20220. Applications sent in government postage paid envelopes will not be considered. Applications will be accepted from government fax machines.

Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

Relocation expenses are not authorized.

**Critical Sensitive -** This position has been designated Critical sensitive. The individual selected for this position will be subject to the necessary security investigation. Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

**Financial Disclosure:** The applicant selected for this position is required to complete a financial disclosure form.

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- ☐ \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- ☐ \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

### PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address (*with ZIP Code*)
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers (*with area code*)
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses (*current only*)

- ☐ Job-related training courses (*title and year*)
- ☐ Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

### INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference; if applicable.

### PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

### EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)
- ☐ \*College transcripts. (*If applicable*)